

ADDITIONAL APPLICATION DOCUMENTATION CHECKLIST

- Audited Financial Statements – 5 Years The audited balance sheet indicates the current financial status of the college, including all income, expenses, assets and liabilities.
- Campus Master Plan A written description of the growth/loss of the campus, including graphical drawings of the Campus' future uses. The plan need identify zones of use (parking, housing, academics, athletics, etc.), property zoning and land use compatibility with adjacent, off-campus properties' future land use. The plan includes utilities, buildings, streets and sidewalk, traffic patterns, landscape and future land acquisition/disposal needs. A Campus Master Planning Consultant may be required.
- Capital Improvement Plan A budget based on enrollment/curriculum projections, campus master plan building needs, land acquisition needs, equipment needs, environmental remediation, professional consulting services, etc., including a contingency for unforeseen expenses. The Administration need to formally approve the Capital Improvement Plan.
- Cost Estimate
- Credit/Banking References
- Default Status with Federal Obligations The institution cannot be in default on any loan (this does not refer to the GSL Program) to the Department or any other Federal Agency within the past five years. If a default has occurred on a non-federal loan within the past five years, +please provide an explanation.
- Deferred Maintenance Plan Based on the conditions noted in the Existing Facilities Needs Survey, specific maintenance needs will be identified. Typical impacts on capital improvement costs are roof repair and heating, ventilation and air conditioning (HVAC) repair.
- Enrollment/Curriculum Plan A record of historic trends of student population by age, major, sex, etc.; a projection of anticipated student population, short term and long-term growth/loss; anticipated academic program needs based on historic data and forecast trends, including goals established by Administration.
- Environmental Survey A preliminary study of the environmental status of campus property and buildings, identifying general locations of asbestos containing materials and soil/water contamination from oil tanks, gas stations, dry cleaners, agricultural chemicals, etc. This survey will not be inclusive nor exhaustive. An Environmental Consultant may be required.
- Existing Facilities Needs Survey An inventory of existing buildings, equipment, utilities, land and site improvements noting the age, condition, size, original and current use building materials and location. American Disabilities Act (ADA) survey and the status of as-built documents would be components.
- Hazardous Waste Abatement Estimates; i.e., Bonding Capacity, Construction Experience
- Institution Accreditation Institutions must be accredited by the appropriate regional accrediting body, which has been approved by the Secretary under sections 496 and 1205 of the Higher Education Act of 1965, as amended.
- Land/Real Estate Acquisition/Disposition Plan Based on the Campus Master Plan, additional property may need to be acquired for expansion. Excess property may be sold for revenue. Rezoning applications of existing and to be acquired property would be a component. Land costs would be identified. A Real Estate Acquisition Consultant may be required.
- Operating Budget for Current Fiscal Year
- Phase I Survey
- Preliminary Construction Schedules
- Preliminary Design The basic design concept of the project as defined by the Individual Project Program, including a cost estimate to test compliance with the Project Budget as identified in the Individual Project Program. If the Loan Pre-Application process indicates eligibility for a loan, this Preliminary Design and Cost Estimate will be submitted with the Loan Application.
- Pro forma Operating Budget Projections 5 years
- Project Program (The Need) A written description of the project that accomplishes the solution to the individual capital improvement need established as a component of the Capital improvement Plan. Goals and objectives, spatial relationships, square footage needs, finishes, environmental requirements, professional consultant scope, and construction budgets are stated in detail. The Administration approves this document as the baseline of the project scope. The consultant's services are also based on this document. This is the specific project that the loan proceeds are to be applied to. A Programming Consultant may be required.
- Rating Agency Letters
- Current Bond documents this included the trust indenture, loan agreement, and other pertinent documents that are necessary to determine what the bond funds were used to finance.